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OFFICE OF THE
CITY ADMINISTRATOR

Gavin Newsom, Mayor
Edwin M. Lee, City Administrator

VOTING SYSTEMS TASK FORCE

NOTICE OF SPECIAL MEETING
and
AGENDA

Thursday, May 21, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Elizabeth Bergman	Gregory Miller
Roger Donaldson	Jody Sanford
Tim Mayer	James Soper
Beth Mazur	Ka-Ping Yee

2. Introductions [Discussion Item]
   a. Public comment

3. Overview of rules and laws for City commissioners, boards and task forces: SF Charter, Brown Act, Public Meeting laws and Sunshine Ordinance: Deputy City Attorney Paul Zarefsky
   a. Public comment

4. Consideration and approval of Task Force by-laws. [Discussion and Possible Action Item]
   a. Public comment

5. Election of Task Force officers [Action Item]
   a. Public comment

6. Topics for consideration at future task force meetings [Discussion Item]
   a. Public comment

7. Public comment

8. Adjournment

05-06-09 02:06 RCVD

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Meeting Information

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#2
5/21/09

VOTING SYSTEMS TASK FORCE

MINUTES

Thursday, May 21, 2009 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Task Force Administrator Jill Lerner at 4:25 p.m.

Present: Gregory Miller Jody Sanford
Roger Donaldson James Soper
Tim Mayer Ka-Ping Yee
Beth Mazur

Absent: 0

2. OVERVIEW OF SF CHARTER, BROWN ACT, PUBLIC MEETING LAWS AND SUNSHINE ORDINANCE

Deputy City Attorney Paul Zarefsky appeared to explain rules, regulations and laws governing conduct of members of City boards, commissions, advisory groups, task forces

3. CONSIDERATION AND APPROVAL OF TASK FORCE BY-LAWS

The Task Force agreed to defer approval of by-laws until the next meeting. Ms. Lerner was asked to research the viability of using the consensus process to have Task Force actions approved unanimously instead of Roberts Rules of Order. She is to report back to the Task Force at the next meeting.

4. ELECTION OF TASK FORCE OFFICERS

The Task Force agreed to defer the election of officers until the next meeting.

5. ADJOURNMENT

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, June 17, 2009 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 431A
San Francisco, California

1. Call to order and roll call

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of May 21, 2009 meeting. [Action Item]
   a. Public comment

3. Consideration and approval of Task Force by-laws. [Action Item]
   a. Public comment

4. Election of Task Force officers [Action Item]
   a. Public comment

5. Development of Task Force action plan [Discussion and Possible Action Item]
   a. Public comment

6. Items for next meeting agenda [Discussion Item]
   a. Public comment

7. Public comment

8. Adjournment

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Voting System Task Force

Meeting Information

2009

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, June 17, 2009 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Administrator Jill Lerner at 4:20 p.m.

Present: Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Gregory Miller
Ka-Ping Yee

Absent: Beth Mazur

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2. APPROVAL OF THE MINUTES
The minutes of the May 21, 2009 meeting were approved as written.

3. CONSIDERATION AND APPROVAL OF TASK FORCE BY-LAWS
By motion of Mr. Yee and second by Mr. Mayer, the by-laws were unanimously approved.

4. ELECTION OF TASK FORCE OFFICERS
By nomination by Mr. Soper and second by Mr. Mayer, Ms. Sanford was unanimously elected chair. By nomination of Mr. Mayer and second by Mr. Miller, Mr. Yee was elected vice chair.

5. DEVELOPMENT OF TASK FORCE ACTION PLAN
Members agreed to use the powers and duties assigned to Task Force as a beginning outline for development of the action plan. There was also agreement to develop a Task Force mission statement. From discussion, Chair Sanford stated that the TF should come up with draft language around three points: guiding principle(s), objectives, deliverables.

Mr. Miller: proposed straw mission: advise the City and County of SF on how to achieve voter intent through the determination and acquisition of voting systems that ensure fair and accurate elections.

Mr. Soper: scope: focus on voting systems and ancillary issues insofar as they affect or are affected by those systems.

Agreed that plan should begin with a definition of voting systems. Objectives can be found in language of ordinance. Court of public opinion will determine whether FT successful in achieving goals.

6. PUBLIC COMMENT

a. Brent Turner: asked if Public Comment item on agenda be moved to front of agenda in future meetings; concerned that terminology used be more precise; that certain terms should be avoided so that there is not the inference that usage constitutes advertising for fundraising businesses of TF members; would like to see word transparent added to stated TF goals.

7. ITEMS FOR NEXT MEETING AGENDA

Mr. Miller suggested that Item 5, Development of Task Force Action Plan be carried over to the next agenda; approval of mission, goals and objectives.

Mr. Soper: research of what City is doing with respect to election systems.

Mr. Donaldson will report on SF Dept. of Elections procedures for managing voting equipment.

8. ADJOURNMENT

City and County of San Francisco

Voting System Task Force

Meeting Information

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2009

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, July 15, 2009 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Public comment

3. Approval of Minutes of June 17, 2009 meeting. [Action Item]
a. Public comment

4. Discussion of Task Force meeting time. [Discussion Item]
a. Public comment

5. Task Force mission, scope and objectives [Discussion Item and Possible Action Item]
a. Public comment

6. Report on SF Dept. of Elections procedures for managing voting equipment:
Roger Donaldson
a. Public comment

7. Development of Task Force action plan [Discussion and Possible Action Item]
a. Public comment

8. Items for next meeting agenda [Discussion Item]
a. Public comment

9. Adjournment

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City and County of San Francisco

Voting System Task Force

Meeting Information

2009

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, July15, 2009 at 4:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:10 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee

Absent: Gregory Miller

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2. APPROVAL OF THE MINUTES
By motion of Mr. Yee, seconded by Mr. Donaldson, the minutes of the June 17, 2009 meeting were approved as written.

3. DISCUSSION OF TASK FORCE MEETING TIME

Members stated that the starting time of 4:30 p.m. was a more convenient time. The vote to amend the By-laws will be taken at the next meeting to reflect the change.

4. TASK FORCE MISSION, SCOPE AND OBJECTIVES

After a brief discussion of terminology, the group decided to continue this discussion to a later time.

5. REPORT ON SF DEPT. OF ELECTIONS MANAGEMENT OF VOTING EQUIPMENT

Mr. Donaldson: wants to interview DOE to review the entire elections system and process; wants to set up meeting with Director John Arntz and include Chair Sanford and Vice Chair Yee. Mr. Donaldson suggested that all TF members enroll to be poll worker inspectors in the City & County of SF elections; Mr. Donaldson will look into meeting with the president of the Elections Commission and selected commissioners.

6. DEVELOPMENT OF TASK FORCE ACTION PLAN

Members discussed broad issues that should be included in the Action Plan and a time line. Report to Board of Supervisors should include: description of Task Force's methodology; glossary of terms; review of existing elections systems and practices in SF; review of best practices in election system design applicable to the CCSF; rationale for proposed recommendations; options considered but rejected.

Members agreed to individually take on tasks. Mr. Donaldson will draft an outline based on items listed in the ordinance; Mr. Yee will research and review San Francisco election ordinances; Mr. Soper will review HAVA; Mr. Mayer will research problem reports from the public; Ms. Mazur will survey existing election systems in other localities; Ms. Sanford will review SF poll worker manuals.

7. ITEMS FOR NEXT MEETING AGENDA

a. Vote on mission, scope and objectives
b. Action Plan discussion
c. Report on Task Force research assignments

8. ADJOURNMENT
The meeting was adjourned at 6:10 p.m.

City and County of San Francisco

Voting System Task Force

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2009

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, August 19,, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson Jody Sanford
Tim Mayer James Soper
Beth Mazur Ka-Ping Yee
Gregory Miller

2. Public comment

3. Approval of Minutes of July 15, 2009 meeting. [Action Item]
a. Public comment

4. Final review and approval of Task Force mission, scope and objectives document [Action Item]
a. Public comment

5. Report on Task Force members' assignments from July meeting. [Discussion Item]
a. Meeting with John Arntz, DOE Director
b. Status of meeting with President of Elections Commission
c. Review of Task Force member research assignments
d. Poll worker inspector registration
e. Public comment

6. Discussion of public outreach efforts for Fall '09 [Discussion Item]
a. Public comment

7. Items for next meeting agenda [Discussion Item]
a. Public comment

8. Adjournment

9. Adjournment

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City and County of San Francisco

Voting System Task Force

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2009

VOTING SYSTEMS TASK FORCE
MINUTES

Wednesday, August 19, 2009 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Chair Jody Sanford at 16:45.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

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2. PUBLIC COMMENT
No members of the public were present for the meeting.

3. APPROVAL OF THE MINUTES
By the motion of Jim Soper, seconded by Ka-Ping Yee, the minutes of the July 15, 2009 meeting were approved as written.

4. REVIEW OF TASK FORCE MISSION, SCOPE, AND OBJECTIVES
By the motion of Tim Mayer, seconded by Beth Mazur, the attached document "Mission, Scope, and Objective" was approved as written.

5. REPORT ON TASK FORCE MEMBERS' ASSIGNMENTS FROM JULY MEETING

a. Meeting with John Arntz, Director, Department of Elections (Roger)
The meeting is scheduled for Tuesday morning at 11:00. Roger Donaldson and Jody Sanford will attend. The group discussed and proposed the following ideas for the meeting: - Understanding the issues and problems faced by the DOE.
- Learning about issues and complaints from voters.
- Developing a relationship with the DOE.
- Learning who to talk to and the protocol for seeking information.
- Previewing our activities for the next six months.
- Learning about the Department's structure.

There is a general agreement that we approach the meeting with a "small mouth and big ears," and in the meantime prepare a list of more detailed questions for later research. Among the topics for later inquiry were procurement, administration, security, public outreach, auditing, transparency, pollworkers, ballots, and machines.

b. Meeting with President of the Elections Commission (Roger)
The meeting has not been planned; this item is deferred to the next meeting.

c. Signing up as pollworkers (All)

Greg is from out of state and Ping is not a U. S. citizen. Aside from that, the group agreed to sign up as pollworkers before our next meeting.

d. San Francisco election ordinances (Ping)
Ping has made the reports the following notable items in the San Francisco election code:
- Ballots must include candidate names in Chinese characters
- San Francisco has a backup plan for voting equipment that is still pending certification
- Voting systems must support Instant Runoff Voting, but can limit voters to their top 3 choices
- Ballot counts must be posted at polling places when polls close
- The SF code defers to the California elections code for ballot formatting
- It is unclear which other areas of the California elections code apply here; ask the DOE

To facilitate our work, Ping has made the SF Municipal Elections Code and the California Elections Code available for full-text searching at http://zesty.ca/vstf.

e. HAVA (Jim)
Jim reports that HAVA was motivated by the problems with outdated equipment, such as lever machines, and that HAVA set up the Election Assistance Commission, an Advisory Committee, and a Technical Guidelines Development committee. Each state is required to have a state-wide voter registration database.
Greg notes that the Voluntary Voting System Guidelines, though complex and controversial, could be an interesting source for our discussion of recommendations.
Roger notes that in 2005, there was $172 million in contingency funds available, which could be spent for purposes that satisfy Title 3 of HAVA. If some of those funds still remain, they could fund a research or development effort.
Greg clarifies that although California has not mandated compliance with the VVSG, California requires federal certification, and compliance with VVSG is sufficient but not necessary for federal certification. Jim explains that San Francisco's system is not federally certified because the IRV component has not been certified, so it has to be provisionally certified by the Secretary of State from time to time.

f. Survey existing voting systems (Beth)
This item is deferred to the next meeting.

g. Research problem reports from voters (Tim)
Tim notes that there were many different kinds of problem reports, the most common being voter registration errors and long waiting times for voting due to equipment breakdowns or insufficient equipment available. However, most of these problems occurred in battleground states, and relatively few were reported in San Francisco. The handling of provisional ballots remains a big issue. Tim's sources were the EAC, United Vote, news organizations, and 866-OUR-VOTE, though there were no aggregate statistics across all sources.
Tim also mentions that there are sometimes problems with modem upload of data. Greg believes that some, though few, systems transfer data over the Internet. The group agrees that we should focus on the situation and problems occurring in San Francisco.

h. Examine the San Francisco pollworker manual (Jody)
Jody shares the pollworker manual and notes that it is easily accessible on the DOE website.

i. Draft an outline of the structure of our report (Roger)
Roger presents an outline for discussion, and proposes that we break out the report into sections and assign them to principal investigators in our group to write in parallel.
The group engages in some discussion and live editing, and mostly agrees on the top-level sections, though we do not reach final consensus.
Roger proposes, and the group agrees, that we will all read DOE's RFP (Request for Proposals for a New Voting System, RFP #NVS0305), examine our structure draft, and all submit our suggestions and input for discussion at the next meeting, at which we will devote a full hour to this topic.

6. ADJOURNMENT
The meeting was adjourned at 6:30 p.m.

City and County of San Francisco

Voting System Task Force

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VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, September 16, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of August 19, 2009 meeting. [Action Item]
a. Public comment

3. Report on Outcome of Meeting with Department of Elections Director John Arntz [Discussion Item]
a. Public comment

4. Report on Task Force Members Assignments from July VSTF Meeting [Discussion Item]

5. Discussion of Increasing Frequency of VSTF Meetings for Remainder of 2009
Possible Future Dates: September 30, October 14, October 28, November 11, November 25, December 16 [Discussion Item]
a. Public comment

5. Change of Bylaws to Adjust Meeting Time and Frequency [Action Item]
a. Public comment

6. Items for next meeting agenda [Discussion Item]
a. Public comment

7. Public comment

8. Adjournment

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City and County of San Francisco

Voting System Task Force

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2009

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, September16, 2009 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:15 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee

Absent:
Gregory Miller

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2. APPROVAL OF THE MINUTES
By motion of Mr. Soper, seconded by Mr. Donaldson, the minutes of the August 19, 2009 meeting were approved as written.

3. REPORT ON OUTCOME OF MEETING WITH JOHN ARNTZ, DIR., DEPT. OF ELECTIONS

Ms. Sanford: meeting with Mr. Arntz was productive; he stated he was willing to provide information; he also said that he was satisfied with the present vendor and system. Mr. Donaldson attended that meeting and said he would like to meet with Mr. Arntz periodically. Group discussion ensued re what future role Task Force could perform as a resource for the Dept. of Elections.

a. Public Comment
Mr. Brent Turner: would like to see SF play a leadership role in an open source consortium composed of other counties with respect to vendors and systems; would like to see consortium bring an open source report to Secretary of State, have her look at certification barriers to open source and consider opting out of federal process to create a new open source process that the Sec. of State can certify.

4. REPORT ON TASK FORCE MEMBERS' ASSIGNMENTS FROM JULY MEETING

Ms. Sanford: continuing the conversation from last meeting that speaks to structure and scope of report to the BOS.
Mr. Yee: has created an outline for the standards and guidelines section of the report to the BOS and asked how far into procedures does group want to go beyond systems. Discussion and suggestions for report scope and content ensued.

Ms. Sanford summed up discussion: use present RFP as baseline; modify RFP per research; future work plan will divide list issues among members; develop

recommendations for a revised version of Ping's document.

5. DISCUSSION RE INCREASING FREQUENCY OF TASK FORCE MEETINGS

Ms. Mazur moved to officially move meeting times to 4:30 pm to 6:30 pm. Seconded by Mr. Donaldson, motion passed unanimously.

Mr. Soper moved to add the following extra meetings, seconded by Mr. Donaldson, motion passed unanimously:

Future meeting dates are: 10/7, 10/21, 11/4, 11/18, 12/2, 12/16.

6. ITEMS FOR NEXT MEETING AGENDA

a. Progress on contact with Secretary of State re task force business
b. Task Force communications and collaboration
c. Discussion of Task Force work breakdown

7. ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

City and County of San Francisco

Voting System Task Force

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2009

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, October 7, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of September 16, 2009 meeting. [Action Item]
a. Public comment

3. Discussion of Outreach to California Secretary of State Office [Discussion Item]
a. Public comment

4. Discussion of Work Breakdown Strategy [Discussion Item]
a. Brief review of voting seminar attended by Gregory Miller
b. Public comment

5. Discussion of Communication and Collaboration Procedures [Discussion Item]
a. Public comment

6. Items for Next Meeting Agenda [Discussion Item]
a. Public comment

7. Public Comment

8. Adjournment

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2009

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, October 7, 2009 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:42 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Gregory Miller
Ka-Ping Yee

Absent:
Beth Mazur

2. APPROVAL OF THE MINUTES
By motion of Mr. Soper, seconded by Mr. Yee, the minutes of the October 7, 2009 meeting were approved as written.

3. DISCUSSION OF OUTREACH TO CALIFORNIA SECRETARY OF STATE
Ms Sanford contacted the Secretary but has not heard back. Mr. Yee spoke with Deputy Secretary of State for Voting Systems Lowell Finley. Mr. Finley is available for consultation every Friday in Berkeley and will meet with him there along with Mr. Donaldson, Mr. Soper.

4. DISCUSSION OF WORK BREAKDOWN STRATEGY
Mr. Miller reported on meeting he attended in Los Angeles as part of a 6-year LA County
project to overhaul the election process. Discussion ensued re how to dovetail task force's work and project and Voting Systems Assessment Project (VSAP). Task force also wants to establish collaboration between itself and LA.

5. FUTURE TASK FORCE AGENDA ITEMS
a. Update on collaborative opportunity with LA County VSAP
b. Continuation of task force breakdown in light of new information re LA project
c. Report back on discussions with Secretary of State

6. ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

City and County of San Francisco

Voting System Task Force

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2009

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, October 21, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of October 7, 2009 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Work Plan [Discussion Item]
a. Recap of Meeting with California Secretary of State Office
b. Update on Potential Collaboration with LA County Voting Systems Assessment Project (www.lavote.org/vsap)
c. Discussion of VSTF Next Steps
d. Public comment

5. Items for Next Meeting Agenda [Discussion Item]
a. Public comment

6. Adjournment

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Voting System Task Force

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2009

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, October 21, 2009 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:45 p.m.

Present: Roger Donaldson Jody Sanford
Tim Mayer James Soper
Beth Mazur Ka-Ping Yee

Absent: Gregory Miller

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2. APPROVAL OF THE MINUTES
By motion of Mr. Mayer, seconded by Mr. Soper, the minutes of the October 7, 2009 meeting were approved as written.

3. PUBLIC COMMENT
No member of the public was present.

4. DISCUSSION OF VSTF WORK PLAN
a. Recap of Meeting with California Secretary of State Office
Mr. Yee, Mr. Donaldson, and Mr. Soper reported on a meeting the previous week with Lowell Finley of the California Secretary of State's Office. Topics included the VSAP project in LA County, the work of the Open Source Digital Voting Foundation (OSDV), and how the work of the SF VSTF might dovetail with both these efforts. Mr. Finley stated that "auditability" of voting systems is the #1 priority of the Secretary of State's Office. Other points of conversation included "disclosed source" vs. "open source" voting systems, a lack of standards in voting systems, and the state of the commercial market for developing voting systems. Mr. Lowell expressed support and enthusiasm for the work of the VSTF.
b. Update on Potential Collaboration with L.A. County Voting Systems Assessment Project
Mr. Miller had reported to the chair via email that the L.A. County VSAP project expressed enthusiastic support regarding collaboration with the SF VSTF.

c. Discussion of VSTF Next Steps
Discussion centered on a work plan brainstorming document prepared by Mr. Donaldson. It was agreed that tasks to be completed before the November 4 meeting include:

- Review SF Voting System Security Plan (Jody & Beth)
- Review SoS directives for Sequoia Systems (Jim & Ping)
- Review Poll worker Manual (Jody & Jim)
- Review SF Civil Grand Jury report (A Year of Five Elections...) and
response of the Elections Commission (Ping & Beth)

The goals of reviewing the documents include: 1) Identify policies that could be improved or added; 2) Identify policies that mitigate deficiencies of voting systems. Members agreed to send in their review document to Jody by Monday,
November 2 for distribution.

It was noted that upcoming events include Poll worker training is 5:30 to 7:30 pm Wednesday Oct 28 at City Hall cafeteria.

5. ITEMS FOR NEXT MEETING AGENDA

a. Continued discussion of VSTF work plan
b. Report of other research efforts and topics
c. Reviewing inventory of documents on the VSTF website

6. ADJOURNMENT

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, November 4, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of October 21, 2009 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Work Plan [Discussion Item]
   a. Report on Document Review
   b. Discussion of Other Related Research Efforts and Topics
   c. Review of Documents on VSTF Website
   c. Next Steps

5. Items for Next Meeting Agenda [Discussion Item]
   a. Public comment

6. Adjournment

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VOTING SYSTEMS TASK FORCE
MINUTES

Wednesday, November 4, 2009 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:45 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Beth Mazur
Ka-Ping Yee

Absent:
Gregory Miller
Tim Mayer

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2. APPROVAL OF THE MINUTES
By motion of Mr. Ping, seconded by Ms. Mazur, the minutes of the October 21, 2009 meeting were approved as written.

3. PUBLIC COMMENT
Brent Turner submitted a copy of a PowerPoint presentation presented recently to the National Institute of Standards and Technology. Mr. Donaldson requested that he submit an electronic copy to Jill Lerner. Mr. Turner expressed a concern regarding VSTF members that have a financial interest in organizations that may sell products to counties, specifically a conflict of interest that he believes may concern the Open Source Digital Voting Foundation.

4. DISCUSSION OF VSTF WORK PLAN
VSTF members discussed their preliminary thoughts on the SF Voting Systems Security Plan (Beth), the Secretary of State Directives for Sequoia Systems (Ping), the SF Poll Worker Manual (Jody), the Civil Grand Jury Report (Ping), and the Department of Elections voting systems RFP (Roger). One VSTF member (identified in parenthesis above) will be the principal investigator for each document, and will send final notes to Jody by Monday, November 16. Members will identify the most significant conclusions of their review (how is this document relevant and how does it relate to VSTF scope?) and their recommendations for next steps.

Future documents for review may include: California Elections Code, San Francisco Elections Code, HAVA, the Voluntary Voting Systems Guidelines, and the Manual Count Procedures document.

With regard to VSTF Next Steps, members agreed to come to the November 18 meeting with their recommendations about next steps.

5. ITEMS FOR NEXT MEETING AGENDA

a. Continued discussion of VSTF work plan
b. Reviewing inventory of documents on the VSTF website

6. ADJOURNMENT
The meeting was adjourned at 6:40 p.m.

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, November 16, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of December 2, 2009 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Work Plan [Discussion Item]
   a. Discussion of Candidate Recommendations
   b. Discussion of Next Steps and Timeline for 2010 Activities
   c. Review of Documents on VSTF Website
   d. Reports from VSTF Members on Related Research and Issues

5. Items for Next Meeting Agenda [Discussion Item]
   a. Public comment

6. Adjournment

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VOTING SYSTEMS TASK FORCE 2009

NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY GIVEN that the regular meeting of the

VOTING SYSTEMS TASK FORCE,

scheduled for Wednesday, November 18, 2009 at

1 Dr. Carlton B. Goodlett Place, Room 408, City Hall,

San Francisco, 94102, California,

has been cancelled.

Jill Lerner
Clerk of the Task Force

POSTED: November 18, 2009

City and County of San Francisco

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VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, December 2, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of November 4, 2009 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Work Plan [Discussion Item]
   a. Complete Discussion of Document Review
   b. Discussion of VSTF Next Steps
   c. Review of Documents on VSTF Website

5. New Business

6. Items for Next Meeting Agenda [Discussion Item]
   a. Public comment

7. Adjournment

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2009

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, December 2, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:50 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Ka-Ping Yee

Absent:
Gregory Miller
Beth Mazur

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2. APPROVAL OF THE MINUTES
By motion of Mr. Yee, seconded by Mr. Donaldson, the minutes of the November 18, 2009 meeting were approved as written.

3. PUBLIC COMMENT
No member of the public was present.

4. DISCUSSION OF VSTF WORK PLAN
a. Complete Discussion of Document Review
VSTF members reviewed and discussed the "VSTF Review of the July 2008 Civil Grand Jury Report - Year of Five Elections for the City and County of San Francisco" and "VSTF Review of the California Secretary of State's Conditional Recertification Directives for Sequoia Voting Systems." Jim Soper also offered his comments on the Department of Elections Pollworker Training Manual. It was discussed that future documents for review might include the Department of Elections Manual Counting Plan and the California Secretary of State post-election manual count requirements. The goal of this review would be to compare/cross reference these documents.
b. Discussion of VSTF Next Steps
VSTF members decided the following: VSTF's founding legislation identifies five topic areas. For now, the VSTF will consider these topic areas as chapters for the task force's final report. VSTF members will come to the December 16 meeting prepared to discuss their own "candidate recommendations" that might appear in our final report. Further, on December 16 VSTF members will discuss the work plan for our twelve remaining regularly scheduled meetings in 2010.
c. Review of Documents on VSTF Website
VSTF members authorized placing the following two items on the website:
* VSTF Review of the July 2008 Civil Grand Jury Report, "A Year of Five Elections for the City and County of San Francisco
* VSTF Review of the California Secretary of State's Conditional Recertification Directives for Sequoia Voting Systems

5. NEW BUSINESS
Mr. Donaldson expressed a desire to meet with a visiting professor in January, and will come to the December 16 meeting with further details.

6. ITEMS FOR NEXT MEETING AGENDA

1) Discussion of VSTF Draft Candidate Recommendations

2) Discussion of Work Plan for Twelve Regular Meetings in 2010

7. ADJOURNMENT

City and County of San Francisco

Voting System Task Force

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VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, December 16, 2009 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of December 2, 2009 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Work Plan [Discussion Item]
a. Discussion of Candidate Recommendations
b. Discussion of Next Steps and Timeline for 2010 Activities
c. Review of Documents on VSTF Website
d. Reports from VSTF Members on Related Research and Issues

5. Items for Next Meeting Agenda [Discussion Item]
a. Public comment

6. Adjournment

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VOTING SYSTEMS TASK FORCE
MINUTES

Wednesday, December 16, 2009 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Task Force Chair Jody Sanford at 4:37 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Mayer, the minutes of the December 2, 2009 meeting were approved as written.

3. PUBLIC COMMENT

No members of the public were in attendance.

4. DISCUSSION OF VSTF WORK PLAN

The bulk of the meeting was used to discuss draft recommendations that VSTF members assembled for consideration for the Task Force's final report, per Section 5.405 of the legislation establishing the Voting Systems Task Force. The discussion centered on organizing these draft recommendations under the five categories provided for in that legislation. The working draft of this effort will be posted on the VSTF website, and the January 20 will be used to continue this process.

5. ITEMS FOR NEXT MEETING AGENDA

a. Continued discussion of VSTF draft recommendations and work plan
b. Reviewing inventory of documents on the VSTF website

6. ADJOURNMENT
The meeting was adjourned at 6:33 p.m.

City and County of San Francisco

Voting Systems Task Force

January 20, 2010

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, January 20, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of December 16, 2009 meeting. [Action Item]
a. Public comment

3. Public Comment

4. Recap of Presentation by Juan Gilbert, PhD [Discussion Item]
a. Public comment

5. Discussion of VSTF Work Plan [Discussion Item]
a. Discussion of Candidate Recommendations
b. Discussion of Next Steps and Timeline for 2010 Activities, Including Meeting Frequency
c. Review of Documents on VSTF Website
d. Reports from VSTF Members on Related Research and Issues
e. Public comment

6. Items for Next Meeting Agenda [Discussion Item]
a. Public comment

7. Adjournment

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City and County of San Francisco

Voting Systems Task Force

January 20, 2010

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, January 20, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 5:30 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Greg Miller

Absent:
Beth Mazur
Ka-Ping Yee

2. APPROVAL OF THE MINUTES
By motion of Mr. Soper, seconded by Mr. Donaldson, the minutes of the December 16, 2009 meeting were approved as written.

3. PUBLIC COMMENT
No member of the public was present.

4. RECAP OF PRESENTATION BY JUAN GILBERT, PhD
Roger Donaldson provided a brief summary of a presentation he attended in January featuring visiting scholar Juan Gilbert. Dr. Gilbert presented his perspective on a new voting technology. Mr. Donaldson suggested that in the future the VSTF consider being the sponsor of similar public events where "thought leaders" in the voting systems arena would be invited to offer their views and perspectives.

5. DISCUSSION OF VSTF WORK PLAN
VSTF members discussed how to welcome public comment on the draft "Candidate Recommendations" document that will eventually be developed as the VSTF's work product to the San Francisco Board of Supervisors. The draft document will be renamed the "Recommendations Under Consideration" and posted on the public website. VSTF members decided that the February 17 meeting would be used to welcome public comment on the document, and that the public comment received would inform next steps for the remainder of 2010. The February 3 meeting would be used to plan for the process of welcoming public comment.

6. ITEMS FOR NEXT MEETING AGENDA
1) Discussion of public comment process.
2) Discussion of work plan for 2010.

7. ADJOURNMENT

City and County of San Francisco

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2/5/2016 8:52 AM

Voting Systems Task Force

February 3, 2010

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, February 3, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of January 20, 2010 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Draft "Recommendations under Consideration" document and work plan for 2010 [Discussion Item]

5. New Business

6. Items for next meeting agenda [Discussion Item]
   a. Public comment

7. Adjournment

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FAX (415) 703-1021, or visit its website at http://www.sfgov.org/ethics

City and County of San Francisco

Voting Systems Task Force

February 3, 2010

Wednesday, February 3, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:30 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ks-Ping Yee

Absent:
Greg Miller

2. APPROVAL OF THE MINUTES
By motion of Mr. Soper, seconded by Mr. Donaldson, the minutes of the January 20, 2010 meeting were approved as written.

3. PUBLIC COMMENT
No member of the public was present.

4. DISCUSSION OF "Draft Recommendations Under Consideration"
VSTF members discussed how to organize the public comment process at the February 17, 2010 meeting. It was determined that speakers would be allotted two minutes to deliver their comments, and that written comments by mail or email would be welcomed through February 24, 2010.

5. NEW BUSINESS
Jim Soper updated VSTF members on his efforts to encourage the California State legislature to reconsider elements of the Brown Act.

6. ITEMS FOR NEXT MEETING AGENDA
Public Comment on the "Draft Recommendations Under Consideration" Document

7. ADJOURNMENT
The meeting was adjourned at 6:19 p.m.

City and County of San Francisco

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VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, February 17, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 34
San Francisco, California

02-11-10A08:12 RCVD

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1. **Call to order and roll call**

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. **Approval of Minutes of February 3, 2010 meeting. [Action Item]**

3. **Public Comment on SF VSTF Draft "Recommendations Under Consideration" Document**
   The San Francisco Voting Systems Task Force has produced a draft work product entitled "Recommendations Under Consideration" and is soliciting public comment. This draft document is available at http://www.sfgov.org/site/vstf_index.asp?id=102654 (it is under the "Working Papers" heading). The document considers possible recommendations that might be included, with supporting narrative, in the VSTF's final report to the San Francisco City & County Board of Supervisors. This is an early stage document and does not represent any final recommendations of the VSTF. It is intended to foster conversation and catalyze comment. We invite public input. Those who cannot attend the February 17 meeting are invited to send comments by email to: **vstf-comments@sfgov.org** or by mail to Voting Systems Task Force, City Hall, Room 362, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. Comments are requested by February 19, 2010.

4. Discussion of VSTF Next Steps [Discussion Item]

5. New Business

6. Items for Next Meeting Agenda [Discussion Item]
   a. Public comment

7. Adjournment

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Voting Systems Task Force

February 17, 2010

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, February 17, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 34
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:40 p.m.

Present:
Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Greg Miller
Ka-Ping Yee

Absent:

2. INTRODUCTION AND PUBLIC COMMENT ON "Draft Recommendations Under Consideration"
Ka-Ping Yee briefly introduced the draft document and a discussion/Q and A session took place. Verbal comments on the document were offered by two members of the community: Brent Turner and Sai.

3. PUBLIC COMMENT
Comments were offered by Brent Turner.

4. NEW BUSINESS
Gregory Miller led a conversation about testimony recently offered to the California legislature at a February Sacramento hearing on voting systems.

5. ITEMS FOR NEXT MEETING AGENDA
Review of public comment on the "Draft Recommendations Under Consideration" Document, followed by a discussion of VSTF next steps.

6. ADJOURNMENT
The meeting was adjourned at 6:00 p.m.

City and County of San Francisco

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Voting Systems Task Force

March 3, 2010

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, March 3, 2010 at 4:30 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 34
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of minutes of February 3 and February 17, 2010 meetings. [Action Item]

3. Review of public comments received on SF VSTF Draft "Recommendations under Consideration" document [Discussion Item]

4. VSTF next Steps and timeline [Discussion Item]

5. New business [Discussion Item]

6. Public comment

7. Items for next meeting agenda (Discussion Item)

8. Adjournment

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City and County of San Francisco

Voting Systems Task Force

April 7, 2010

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VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING and AGENDA

Wednesday, April 7, 2010 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of March 3, 2010 meeting [Action Item]
a. Public comment

3. Discussion of revisions to the SF VSTF draft "Recommendations under Consideration" document [Discussion Item]
a. Public comment

4. Discussion of VSTF next steps and timeline [Discussion Item]
a. Public comment

5. New business [Discussion Item]
a. Public comment

6. Public comment

7. Items for next meeting agenda [Discussion Item]

8. Adjournment

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City and County of San Francisco

Voting Systems Task Force

April 7, 2010

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, April 7, 2010 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:15 p.m.

Present:
Jody Sanford
James Soper
Beth Mazur
Greg Miller
Ka-Ping Yee

Absent:
Roger Donaldson
Tim Mayer

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2. APPROVAL OF MINUTES
With a motion from Mr. Yee, seconded by Mr. Miller, the minutes from March 3, 2010 were approved as written.

3. PUBLIC COMMENT
Public comment was offered by Mr. Brent Turner on the topic of the Federal Voter Assistance Program, military oversees voting, and related implications.

4. DISCUSSION OF REVISIONS TO THE DRAFT "Recommendations Under Consideration" DOCUMENT [Discussion Item]
VSTF members reviewed public comments received and made adjustments to the draft document. Members agreed they would attempt to hold public VSTF meetings twice a month for the remainder of 2010 as schedules and room availability permit.

5. ITEMS FOR NEXT MEETING AGENDA
Reviewing public comment and updating the draft document will be taken up at the next meeting.

6. ADJOURNMENT
The meeting was adjourned at 6:04 p.m.

2/5/2016 8:53 AM

Voting Systems Task Force

May 5, 2010

NOTICE OF MEETING
and
AGENDA

Wednesday, May 5, 2010 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of April 7, 2010 meeting. [Action Item]
a. Public Comment

3. Discussion of Revisions to the SF VSTF Draft "Recommendations Under Consideration" Document [Discussion Item]
a. Public Comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
a. Public Comment

5. New Business

6. Public Comment

6. Items for Next Meeting Agenda

7. Adjournment

City and County of San Francisco

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Voting Systems Task Force

May 5, 2010

VOTING SYSTEMS TASK FORCE

MINUTES

Wednesday, May 5 2010 at 4 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:18 p.m.

Present:
Jody Sanford
James Soper
Greg Miller
Ka-Ping Yee
Roger Donaldson
Tim Mayer

Absent:
Beth Mazur

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2. APPROVAL OF MINUTES
With a motion from Mr. Donaldson, seconded by Mr. Soper, the minutes from April 7, 2010 were approved with one minor correction.

3. PUBLIC COMMENT
No member of the public was present.

4. DISCUSSION OF REVISIONS TO THE DRAFT "Recommendations Under Consideration" DOCUMENT [Discussion Item]
VSTF members concluded their review of comments received from the public and continued to make adjustments to the draft document, with the goal of finalizing a list of draft recommendations that would form the basis for additional research. Members discussed the scope and organization of the final document.

5. ITEMS FOR NEXT MEETING AGENDA
Continuing refinement of the draft document will be taken up at the next meeting.

6. ADJOURNMENT
The meeting was adjourned at 6:14 p.m.

2/5/2016 8:53 AM

Voting Systems Task Force

May 19, 2010

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, May 19, 2010 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of May 3, 2010 meeting. [Action Item]
a. Public Comment

3. Discussion of Revisions to the SF VSTF Draft "Recommendations Under Consideration" Document [Discussion Item]
a. Public Comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
a. Public Comment

5. New Business

6. Public Comment

6. Items for Next Meeting Agenda

7. Adjournment

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City and County of San Francisco

Voting Systems Task Force

June 16, 2010

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING
and
AGENDA

Wednesday, June 16, 2010 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson Jody Sanford
Tim Mayer James Soper
Beth Mazur Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of May 19, 2010 meeting. [Action Item]
a. Public Comment

3. Discussion of the SF VSTF Draft "Recommendations Under Consideration" Topic Area Research
a. Public Comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
a. Public Comment

5. New Business

6. Public Comment

6. Items for Next Meeting Agenda

7. Adjournment

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City and County of San Francisco

Gavin Newsom, Mayor

VOTING SYSTEMS TASK FORCE

VOTING SYSTEMS TASK FORCE

NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY GIVEN that the regular meeting of the

VOTING SYSTEMS TASK FORCE

scheduled for Wednesday, July 7, 2010, 4:00 P.M., at 1 Dr. Carlton B. Goodlett Place, Room 370, City Hall, San Francisco, 94102, California, has been cancelled.

Office of the City Administrator

POSTED: July 6, 2010

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Gavin Newsom, Mayor

VOTING SYSTEMS TASK FORCE

NOTICE OF MEETING & AGENDA

Wednesday, July 21, 2010
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of June 16, 2010 meeting. [Action Item]
a. Public Comment

3. Discussion of the SF VSTF Draft "Recommendations Under Consideration" Topic Area Research
a. Public Comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
a. Public Comment

5. New Business

6. Public Comment

6. Items for Next Meeting Agenda

7. Adjournment

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Frank Darby, Administrator
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Voting Systems Task Force

July 21, 2010 - CANCELLED

VOTING SYSTEMS TASK FORCE
NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY GIVEN that the regular meeting of the

VOTING SYSTEMS TASK FORCE

scheduled for Wednesday, July 21, 2010, 4:00 P.M., at 1 Dr. Carlton B. Goodlett Place, Room 370, City Hall, San Francisco, 94102, California, has been cancelled.

Voting Systems Task Force

City and County of San Francisco

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING & AGENDA

Wednesday, August 4, 2010 at 4:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Roger Donaldson
   Jody Sanford
   Tim Mayer
   James Soper
   Beth Mazur
   Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of June 16, 2010 meeting. [Action Item]
   a. Public Comment

3. Discussion of the SF VSTF Draft "Recommendations Under Consideration" Topic Area Research
   a. Public Comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
   a. Public Comment

5. New Business
   a. Public Comment

6. Items for Next Meeting Agenda

7. Adjournment

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Voting Systems Task Force

August 4, 2010

MINUTES

Wednesday, August 4, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:20 p.m.

Present:
Roger Donaldson
Jody Sanford
Gregory Miller
James Soper
Beth Mazur
Tim Mayer

Absent:
Ka-Ping Yee

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2. APPROVAL OF THE MINUTES
By motion of Mr. Soper, seconded by Ms. Mazur, the minutes of the June 16, 2010 meeting were approved as written.

3. PUBLIC COMMENT
No members of the public were in attendance.

4. NEW BUSINESS
Mr. Donaldson raised the question of whether members of the VSTF wished to pursue an extension of the Voting Systems Task Force. The ensuing conversation examined the quantity and type of work that remains to be completed before December 2010, the schedules of various members, and the length/function of the report that this body will ultimately produce. Mr. Donaldson agreed to look into what would be required to request an extension of the task force. Consensus was that we would continue our work assuming the current December 2010 deadline but would revisit the topic of extension again at the next meeting.

5. DISCUSSION OF DRAFT RECOMMENDATIONS UNDER CONSIDERATION TOPIC AREA RESEARCH
Rather than discussing the recommendations or research, conversation focused on the structure and organization of the document that will ultimately be produced (i.e., how to blend our various research areas into a coherent and consistent narrative, how to communicate effectively with our audiences, and how to clarify what we will ultimately recommend).

The team developed draft "principles" from which VSTF recommendations may flow. These include:
1) Transparency in technology and data
2) Cost aware
3) Improved capture of voter intent
4) Any voting system must produce a durable paper ballot record
5) Verifiability of election results
6) Any system must provide accessibility features to mitigate mobility and language impediments
7) Any voting system must allow City and County of San Francisco to adhere to all federal, state, and local law.
Beth Mazur will prepare a draft introduction which will further inform the structure and organization of our document

6. DISCUSSION OF VSTF NEXT STEPS AND TIMELINE
As noted previously, the team will continue preparation of our recommendations document given the current deadline, and will revisit Task Force extension at a future meeting.

7. ITEMS FOR NEXT MEETING AGENDA

a. Continued discussion of VSTF draft recommendations and work plan
b. Reviewing inventory of documents on the VSTF website

8. ADJOURNMENT
The meeting was adjourned at 6:09 p.m.

City and County of San Francisco

Voting Systems Task Force

August 18, 2010

NOTICE OF MEETING

And

AGENDA

Wednesday, August 18, 2010 at 4 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of August 4, 2010 meeting. [Action Item]

3. Public Comment

4. Discussion of VSTF Next Steps and Timeline, Including Discussion of Possible Request to Extend VSTF [Discussion Item]
a. public comment

5. Discussion of Draft VSTF Recommendations Document
a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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City and County of San Francisco

Voting Systems Task Force

August 18, 2010

MINUTES

Wednesday, August 18, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Task Force Chair Jody Sanford at 4:20 p.m.

Present:
Ka-Ping Yee
Roger Donaldson
Gregory Miller
James Soper
Beth Mazur

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Absent:
Jody Sanford
Tim Mayer

2. APPROVAL OF THE MINUTES

By motion of Greg Miller, seconded by Jim Soper, the minutes of the August 4, 2010 meeting were approved as written. There were no objections.

3. DISCUSSION OF DRAFT VSTF RECOMMENDATIONS DOCUMENT

The group discussed each list of recommendations and identified the issues that needed further clarification or discussion. In particular, the issue of state-level certification was identified as an area in need of discussion by the entire group. The group agreed that the PIs of each section would address the remaining items in separate conversations with those who raised the concerns.

4. DISCUSSION OF VSTF NEXT STEPS AND TIMELINE

The group noted that, due to likely conflicts, there was a possibility we would not have quorum for the September 1, 2010 meeting, and thus would be unable to have a draft ready for public comment by September 15, 2010. We agreed to proceed with the following timeline:

September 1:

- Deadline for the discussion and resolution of concerns identified in this meeting.
- PIs deliver to the Chair their sections, with resolutions for all, or as many as possible, of the discussion items concerning the recommendations.
- All PIs identify which recommendations are short-term and which are long-term.
- Beth Mazur and Jody Sanford draft the introduction and overall structure.
- Roger Donaldson and Jim Soper write a section on the status of the Sequoia system and the city's agreement with Sequoia.

September 15:

- Complete draft assembled for our own review at our meeting.

5. NEW BUSINESS

Jim Soper proposed a possible informal meeting with Mitch Trachtenberg for interested members of the task force. The time and place of the meeting are yet to be determined.

6. ITEMS FOR NEXT MEETING AGENDA

N/A

7. ADJOURNMENT

The meeting was adjourned by a motion from Greg Miller, seconded by Roger Donaldson, and approved unanimously. The meeting adjourned at 5:58 p.m.

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

And

AGENDA

Wednesday, September 1, 2010 at 4 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of August 18, 2010 meeting. [Action Item]
   a. public comment

3. Discussion of Draft VSTF Recommendations Document
   a. public comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
   a. public comment

5. New Business

6. Items for Next Meeting Agenda

7. Adjournment

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Voting Systems Task Force

September 1, 2010 - CANCELLED

VOTING SYSTEMS TASK FORCE
NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY GIVEN that the regular meeting of the

VOTING SYSTEMS TASK FORCE

scheduled for Wednesday, September 1, 2010, 4:00 P.M., at 1 Dr. Carlton B. Goodlett Place, Room 370, City Hall, San Francisco, 94102, California, has been cancelled.

City and County of San Francisco

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Voting Systems Task Force

September 15, 2010

NOTICE OF MEETING

And

AGENDA

Wednesday, September 15, 2010 at 4 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Roger Donaldson
Jody Sanford
Tim Mayer
James Soper
Beth Mazur
Ka-Ping Yee
Gregory Miller

2. Approval of Minutes of August 18, 2010 meeting. [Action Item]
a. public comment

3. Discussion of Draft VSTF Recommendations Document
a. public comment

4. Discussion of VSTF Next Steps and Timeline [Discussion Item]
a. public comment

5. New Business

6. Items for Next Meeting Agenda

7. Adjournment

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City and County of San Francisco

Voting Systems Task Force

September 15, 2010

VOTING SYSTEMS TASK FORCE (VSTF)
MINUTES

Wednesday, September 15, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

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1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:27 p.m.

Present: Roger Donaldson Jody Sanford
James Soper Ka-Ping Yee
Beth Mazur
Tim Mayer

Absent: Gregory Miller

2. APPROVAL OF THE MINUTES

By motion of Mr. Yee, seconded by Mr. Donaldson, the minutes of the August 18, 2010 meeting were approved as written.

3. PUBLIC COMMENT

Members of the public present during the meeting were:

• Eva Waskell – suggested several resources for the VSTF:

Voting Systems Audit Log Study by David Wagner, UC Berkeley, June 1, 2010. David Wagner was the Principal Investigator for SoS Bowen's Top Bottom Review in 2007 - http://www.sos.ca.gov/elections/ccrov/pdf/2010/september/10284rm.pdf.

June 1, 2010 SOS Memo to the ROVs re: Audit Log Best Practices http://www.sos.ca.gov/elections/ccrov/pdf/2010/june/10181rm.pdf.

September 13, 2010 SOS Memo to the ROVs re: Revised Use Procedures to Include Audit Log Mitigations http://www.sos.ca.gov/elections/ccrov/pdf/2010/september/10284rm.pdf.

October 22, 2009 Wired article by Kim Zetter entitled "California Investigating Problems With Voting-Machine Audit Logs" http://www.debrabowen.com/news/clips?id=0009.

Voting Systems Failures: A Database Solution by Lawrence Norden, Brennen Center for Justice, September 13, 2010. This report mentions the Humboldt Transparency Project on pages 12-13. See also pages 39-42 What Local Governments Can Do Now, especially the paragraphs regarding "Negotiate Better Contracts." http://brennan.3cdn.net/3f6d76f73fcfa76157_utm6baywl.pdf.

September 16, 2010 article in COMPUTERWORLD entitled "Study recommends reporting e-voting machine defects to national database" http://www.computerworld.com/s/article/9186158/Study_recommends_reporting_e_voting_machine_defects_to_national_database.
• Mitch Trachtenburg – briefly summarized his work on the Humboldt Transparency Project in advance of his presentation to the SF Elections Commission at 6:30 pm on September 15 (http://humtp.com/).

• Brent Turner – expressed support for open source voting solutions and agreed to summarize his comment in email form for the benefit of VSTF members.

4. DISCUSSION OF DRAFT VSTF RECOMMENDATIONS DOCUMENT

VSTF members discussed a revised document structure/table of contents, the draft executive summary, the draft recommendations concerning auditing, and issues surrounding open source/disclosed source/proprietary software.

5. DISCUSSION OF VSTF NEXT STEPS AND TIMELINE

It was agreed that Ms. Sanford and Ms. Mazur would continue to refine the draft executive summary, that Ms. Mazur and Mr. Mayer would frame the issues of open source/disclosed source/proprietary software to facilitate team discussion at the October 6 meeting, and that Mr. Ping would revise the draft recommendations regarding auditing.

A next round draft will be posted to the VSTF website in late September.

It was proposed that the October 6 meeting have extended hours to allow additional time for discussion.

7. ITEMS FOR NEXT MEETING AGENDA

a. Continued discussion of VSTF draft recommendations and work plan
b. Reviewing inventory of documents on the VSTF website

8. ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

And

AGENDA

Wednesday, October 6, 2010, 4:00 – 8:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Roger Donaldson — Jody Sanford
   Tim Mayer — James Soper
   Beth Mazur — Ka-Ping Yee
   Gregory Miller

2. Approval of Minutes of September 15, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Discussion of Draft VSTF Recommendations Document
   a. public comment

5. Discussion of VSTF Next Steps and Timeline [Discussion Item]
   a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

MINUTES

Wednesday, October 6, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

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1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:15 p.m.

Present:		
	Roger Donaldson	Jody Sanford
	James Soper	Ka-Ping Yee
	Beth Mazur	Gregory Miller
	Tim Mayer	

2. APPROVAL OF THE MINUTES

By motion of Ms. Mazur, seconded by Mr. Soper, the minutes of the September 15, 2010 meeting were approved.

3. PUBLIC COMMENT

Members of the public present during the meeting were:

- Eva Waskell – Ms. Waskell expressed support for the mission of the VSTF and her desire to attend and offer comments whenever possible throughout the remainder of the process.

4. DISCUSSION OF DRAFT VSTF RECOMMENDATIONS DOCUMENT

VSTF members began by reviewing the Table of Contents and the Introduction and Background sections. Mr. Soper suggested the addition of the mission statement and scope. Members expressed a need for clarification from the Department of Elections (DOE) about several points pertaining to the City's existing contract with Sequoia Voting Systems, especially the overall value of the contract (how much will the City pay to Sequoia during the term of the contract) and renewal/extension terms. Ms. Sanford agreed to seek clarification from the DOE.

Conversation moved to the Policy Recommendations section, with discussion focused on Core Principle item #7, adherence to federal, state, and local law (should the VSTF consider adherence to existing law as a core principal or advocate for changes to the legal framework). After extensive discussion, members agreed to leave the existing language unchanged.

The balance of the meeting focused on discussion of the business models and licensing issues.

5. DISCUSSION OF VSTF NEXT STEPS AND TIMELINE/ITEMS FOR NEXT MEETING AGENDA
Members agreed to discuss the following items at the next meeting:

- List of Short-Term Recommendations through 2013
- List of Next Generation Recommendations as they relate to election records and audit procedures, balloting systems and services, and licensing and business models.

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6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

Voting Systems Task Force

October 20, 2010

NOTICE OF MEETING
and
AGENDA

Wednesday, October 20, 2010, 4:00 – 8:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Jody Sanford, Chair Beth Mazur
Ka-Ping Yee , Vice-Chair Gregory Miller
Roger Donaldson James Soper
Tim Mayer

2. Approval of Minutes of the October 6, 2010 meeting. [Action Item]
a. public comment

3. Public Comment

4. Discussion of Draft VSTF Report Draft 6.0, specifically

- List of Short-Term Recommendations through 2013
- List of Next Generation Recommendations as they relate to election records and audit procedures, balloting systems and services, and licensing and business models.

a. public comment

5. Discussion of VSTF Next Steps and Timeline [Discussion Item]
a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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City and County of San Francisco

DRAFT
VOTING SYSTEMS TASK FORCE (VSTF)
MINUTES

Wednesday, October 20, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Task Force Chair Jody Sanford at 4:30 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Beth Mazur
Gregory Miller

Absent:
Tim Mayer

2. APPROVAL OF THE MINUTES

By motion of Mr. Yee, seconded by Mr. Miller, the minutes of the October 6, 2010 meeting were approved as written.

3. PUBLIC COMMENT

No members of the public were in attendance.

4. DISCUSSION OF VSTF REPORT DRAFT 6.0

The VSTF conducted an extensive review/discussion of the document's draft recommendations, incorporating feedback from task force members in each of the three primary topic areas: Election Records and Audit Procedures, Balloting Systems and Services, and Models for Acquisition/Development and Certification. For the next meeting, members were tasked with continuing research to improve the recommendations as well as the "Supporting Analysis" section of the document.

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5. DISCUSSION OF VSTF NEXT STEPS AND TIMELINE/ITEMS FOR NEXT MEETING AGENDA

Members agreed that, in order to continue thorough review of the document and incorporate feedback, the November 3rd meeting would be an extended session from 4 to 8 pm. Additionally, members agreed that a special meeting might be necessary on November 10, if a meeting room is available.

Members also targeted bringing a draft of the VSTF report to the November Elections Commission meeting. Roger Donaldson was tasked with reaching out to that body to pursue arrangement. A public comment period on the draft document is also anticipated in November 2010.

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

MINUTES OF MEETING

Wednesday, October 20, 2010, at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

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1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Task Force Chair Jody Sanford at 4:30 p.m.

Present:

Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Beth Mazur
Gregory Miller

Absent:

Tim Mayer

2. APPROVAL OF THE MINUTES

By motion of Mr. Yee, seconded by Mr. Miller, the minutes of the October 6, 2010 meeting were approved as written.

3. PUBLIC COMMENT

No members of the public were in attendance.

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The VSTF conducted an extensive review/discussion of the document's draft recommendations, incorporating feedback from task force members in each of the three primary topic areas: Election Records and Audit Procedures, Balloting Systems and Services, and Models for Acquisition/Development and Certification. For the next meeting, members were tasked with continuing research to improve the recommendations as well as the "Supporting Analysis" section of the document.

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Members also targeted bringing a draft of the VSTF report to the November Elections Commission meeting. Roger Donaldson was tasked with reaching out to that body to pursue arrangement. A public comment period on the draft document is also anticipated in November 2010.

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, November 3, 2010, 4:00 – 8:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee , Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of October 20, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Discussion of Draft VSTF Report Draft 7.0
   a. public comment

5. Discussion of VSTF Next Steps, Timeline, and Public Comment Process [Discussion Item]
   a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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DRAFT
VOTING SYSTEMS TASK FORCE (VSTF)
MINUTES

Wednesday, November 3, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 5:30 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Tim Mayer
Gregory Miller

Absent:
Beth Mazur

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2. APPROVAL OF THE MINUTES

By motion of Mr. Miller, seconded by Mr. Yee, the minutes of the October 20, 2010 meeting were approved as written.

3. PUBLIC COMMENT

Two members of the public were in attendance; Eva Waskell and David Cary.

4. DISCUSSION OF VSTF NEXT STEPS,TIMELINE, AND PUBLIC COMMENT PROCESS
This item was moved up on the agenda.

After discussion, members agreed to seek a six-month extension of the "sunset" date of the VSTF from the Board of Supervisors to June 2011. The additional time would be used to support a robust comment period on the draft document, and to complete and refine research and recommendations based on that comment. During the remaining two months of 2010, members would continue to work on the document and to invite comment from the public via the regular VSTF meetings and email. Chair Jody Sanford

agreed to contact Sheila Chung-Hagan in Supervisor Campos' office to initiate the extension request. The suggested timeline moving forward would be as follows:

November 18: Extension request is heard before Rules Committee.
December: Board of Supervisors makes a decision on extension. If they choose to extend, the VSTF timeline would proceed as described below.
December 31, 2010: VSTF submits its report in draft form to the Board of Supervisors.
January 2011: VSTF holds a public meeting and begins a 30-day public comment period.
February/March 2011: VSTF devotes up to two public meetings to review and discuss public comment.
April 2011: Revised draft is released for 15-day public comment period.
May 2011: Final revisions.
June 2011: The document would be submitted in its final form to the Board of Supervisors.

5. DISCUSSION OF DRAFT VSTF REPORT DRAFT 7.0

Members discussed two sections: Balloting Systems and Services and Election Records and Audit Procedures. Member of the public David Cary offered extensive comments on Ranked Choice Voting auditing considerations, and agreed to summarize his comments in written form to (voting.systems.task.force@sfgov.org) for the benefit of VSTF members. Eva Wascall offered comments on expatriate voters and UOCAVA and also agreed to submit her comments in writing to the VSTF email address.

6. NEW BUSINESS

There was no new business.

7. ITEMS FOR NEXT AGENDA

The meeting will focus on discussion on the draft recommendations and any comment received via email.

8. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, November 10, 2010, 4:00 – 8:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee , Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of November 3, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Discussion of Draft VSTF Report Draft 8.0
   a. public comment

5. Discussion of VSTF Next Steps, Timeline, and Public Comment Process [Discussion Item]
   a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

MINUTES

Wednesday, November 10, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Task Force Chair Jody Sanford at 4:26 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Tim Mayer
Beth Mazur

Absent:
Gregory Miller

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2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Yee, the minutes of the November 3, 2010 meeting were approved with one correction to the spelling of the name of Eva Waskell.

3. PUBLIC COMMENT

Three members of the public were in attendance; Eva Waskell, David Cary, and Chris Jerdonek.

4. DISCUSSION OF VSTF NEXT STEPS, TIMELINE, AND PUBLIC COMMENT PROCESS
This item was moved up on the agenda.

Jody Sanford provided an update on the status of the VSTF extension request. Sheila Chung-Hagan in Supervisor Capos' office is in receipt of the request from VSTF to extend the task force sunset date to the end of June 2011. Ms. Chung-Hagan is taking steps to place the request on the Rules Committee agenda for December 2, 2010. Should it pass the Rules Committee, it would be on the agenda of the Board of Supervisors meetings on December 7 and December 14.
Ms. Sanford will attend the Rules Committee meeting on December 2 to offer comments on the extension request as necessary. Members agreed to continue work on the document and to welcome/incorporate public comment via regular VSTF meetings and email through the end of the year.

5. DISCUSSION OF DRAFT VSTF REPORT DRAFT 8.0

Members discussed two sections: Models for Acquisition, Development, and Certification, and Election Records and Audit Procedures. Ms. Mazur walked VSTF members and the public through the existing draft of the "Models" section, with discussion focusing on section organization, licensing models, and software development best practices. Ms. Waskell urged that the document be modified to include discussion of mission-critical properties and characteristics of a trustworthy voting system.

Mr. Yee led discussion of the "Audit" section. Mr. Cary and Mr. Jerdonek amplified the comments they previously submitted to the VSTF via email. Ms. Waskell also agreed to submit her additional comments in writing to the VSTF email address. Refinement of both sections will continue and the topics will be taken up again at a future meeting.

6. NEW BUSINESS

There was no new business.

7. ITEMS FOR NEXT AGENDA

The meeting will focus on discussion on the draft recommendations and any comment received via email.

8. ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

Voting Systems Task Force

NOTICE OF MEETING

and

AGENDA

Wednesday, November 17, 2010, 4:00 – 8:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

Jody Sanford, Chair
Ka-Ping Yee, Vice-Chair
Beth Mazur
Gregory Miller
Roger Donaldson
James Soper
Tim Mayer

2. Approval of Minutes of November 10, 2010 meeting. [Action Item]
a. public comment

3. Public Comment

4. Discussion of Draft VSTF Report Draft 9.0
a. public comment

5. Discussion of VSTF Next Steps, Timeline, and Public Comment Process
[Discussion Item]
a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

11-12-10P04:32 RCVD

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Voting Systems Task Force

November 17, 2010 - CANCELLED

VOTING SYSTEMS TASK FORCE
NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY GIVEN that the regular meeting of the

VOTING SYSTEMS TASK FORCE

scheduled for Wednesday, November 17, 2010, at 1 Dr. Carlton B. Goodlett Place, Room 370, City Hall, San Francisco, 94102, California, has been cancelled.

City and County of San Francisco

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, December 1, 2010, 4:00 – 8:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Beth Mazur
   Gregory Miller
   Roger Donaldson
   James Soper
   Tim Mayer

2. Approval of Minutes of November 10, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Discussion of VSTF Extension Request, Next Steps, Timeline, and Public Comment Process [Discussion Item]
   a. public comment

5. Discussion of Draft VSTF Report Draft 9.0
   a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

11-22-10A09:17 RCVD

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

MINUTES OF MEETING

Wednesday, December 1, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Task Force Chair Jody Sanford at 4:46 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Beth Mazur
Gregory Miller

Absent:
Ka-Ping Yee
Tim Mayer

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2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Miller, the minutes of the November 10, 2010 meeting were approved with one minor correction.

3. PUBLIC COMMENT

One member of the public was in attendance: David Cary. He advised the VSTF to review the comments previously submitted by Chris Jerdonek regarding Ranked Choice Voting.

4. DISCUSSION OF VSTF EXTENSION REQUEST, NEXT STEPS, TIMELINE, AND PUBLIC COMMENT PROCESS

Jody Sanford provided an update on the status of the VSTF extension request to extend the task force sunset date to the end of June 2011. The item will be brought to the Rules Committee for review on December 2, 2010. Should it pass the Rules Committee, it would be on the agenda of the Board of Supervisors meetings on December 7 and December 14.

Members also agreed to send an outreach letter to the registrars/election directors of five Bay Area counties including Marin, San Mateo, and Alameda to introduce the work of the VSTF and to explore opportunities for information sharing and collaboration.

5. DISCUSSION OF DRAFT VSTF REPORT DRAFT 9.0

Roger Donaldson agreed to be the principal investigator on two new sections of the document. The first would discuss aspects of Ranked Choice Voting not considered in the Elections Records and Audit Procedures section. This new discussion, which would consider public comments received to date on this topic, is currently envisioned for the document appendix. Mr. Donaldson also agreed to be the principal investigator on a new, small chapter, providing a discussion on the topic of security. Mr. Soper would support Mr. Donaldson in both these efforts, and would also solicit feedback from accessibility advocate Noel Runyon on the work of the VSTF.

Members also discussed further refining the definition of "scope" and the narrative describing the challenges and opportunities surrounding the current voting system environment.

6. NEW BUSINESS

There was no new business.

7. ITEMS FOR NEXT AGENDA

The December 15 meeting is the final scheduled for 2010; time will be used to discuss Draft 10.0 and to consider next steps should the extension request be approved.

8. ADJOURNMENT

The meeting was adjourned at 5:58 p.m.

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, December 15, 2010, 4:00 – 7:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Beth Mazur
   Gregory Miller
   Roger Donaldson
   James Soper
   Tim Mayer

2. Approval of Minutes of December 1, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Update on Outreach to Other California Jurisdictions
   a. public comment

5. Update on VSTF Extension Request and Planning for 2011 Meetings (pending extension request approval) [Discussion Item]
   a. public comment

6. Discussion of Draft VSTF Report Draft 10.0
   a. public comment

7. New Business

8. Items for Next Meeting Agenda (pending extension request approval)

9. Adjournment

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Voting Systems Task Force

December 15, 2010

VOTING SYSTEMS TASK FORCE (VSTF)
MINUTES

Wednesday, December 15, 2010 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Voting Systems Task Force Chair Jody Sanford at 4:28 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Gregory Miller
Tim Mayer

Absent:
Ka-Ping Yee
Beth Mazur

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2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Donaldson, the minutes of the December 1, 2010 meeting were approved with one minor correction.

3. PUBLIC COMMENT

Members of the public in attendance: David Cary, Clay Shentrup, Matt Lone, Brent Turner.

4. UPDATE ON OUTREACH TO OTHER CALIFORNIA JURISDICTIONS

Ms. Sanford agreed to send an outreach letter by the end of 2010 to the registrars/election directors of five Bay Area counties including Marin, San Mateo, and Alameda to introduce the work of the VSTF and to explore opportunities for information sharing and collaboration.

5. DISCUSSION OF VSTF EXTENSION REQUEST, NEXT STEPS, TIMELINE, AND PUBLIC COMMENT PROCESS

Ms. Sanford indicated that the VSTF sunset date has been extended to June 30, 2011; the VSTF officially resumes January 24 following a 30-day waiting period after the legislation is signed on December 24. VSTF members tentatively scheduled their first official meeting date of the new year as Wednesday, January 26, 2011 (pending meeting room availability and confirmation of quorum).

VSTF members agreed to post an updated document draft to the website in mid-January and to initiate a 30+ day public comment period on the document, concluding on February 28. The public would be invited to comment in writing to the VSTF email or mail address, and to offer verbal comments at a Wednesday, February 16 meeting of the VSTF.

6. DISCUSSION OF DRAFT VSTF REPORT DRAFT 10.0

Members briefly reviewed and discussed several sections of the document, including the Security section draft (principal investigator Roger Donaldson), the Balloting Systems and Services section (principal investigator Gregory Miller), and the Models for Acquisition, Development, and Certification section (principal investigator Beth Mazur). Each principal investigator was charged with further refining their sections, with the goal of submitting to the chair updated content by January 9, 2011.

7. NEW BUSINESS

There was no new business.
8. ITEMS FOR NEXT AGENDA

At the first meeting of 2011, members will finalize their meeting schedule and work plan for 2011, including the public comment process.

9. ADJOURNMENT

The meeting was adjourned at 6:08 p.m.

City and County of San Francisco

OFFICE OF THE
CITY ADMINISTRATOR

Edwin M. Lee, Mayor
Amy L. Brown, Acting City Administrator

NOTICE OF MEETING

and

AGENDA

Tuesday, January 25, 2011, 4:30 – 7:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of December 15, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Discussion of Draft VSTF Report and Initiation of 30-Day Public Comment Period
   a. public comment

5. Discussion of 2011 VSTF Meeting Schedule and Work Plan
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Tuesday, January 25, 2011, 4:30 – 7:00 p.m.
City Hall
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of December 15, 2010 meeting. [Action Item]
   a. public comment

3. Public Comment

4. Discussion of Draft VSTF Report and Initiation of 30-Day Public Comment Period
   a. public comment

5. Discussion of 2011 VSTF Meeting Schedule and Work Plan
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

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Voting Systems Task Force

January 25, 2011

VOTING SYSTEMS TASK FORCE (VSTF)
MINUTES

Tuesday, January 25, 2011 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

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1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Voting Systems Task Force Chair Jody Sanford at 4:55 p.m.

Present:
Roger Donaldson (arrived later)
Jody Sanford
James Soper
Gregory Miller
Tim Mayer
Ka-Ping Yee
Beth Mazur

2. APPROVAL OF THE MINUTES
By motion of Mr. Miller, seconded by Mr. Soper, the minutes of the December 15, 2010 meeting were approved as written.

3. PUBLIC COMMENT
Members of the public in attendance: Eva Waskell.

4. DISCUSSION OF DRAFT VSTF REPORT AND INITIATIION OF 30-DAY COMMENT PERIOD
VSTF members spent the bulk of the meeting conducting a review of the draft document and implementing edits. The public comment period was scheduled to begin February 2, 2011 and end March 2, 2011.
5. DISCUSSION OF 2011 VSTF MEETING SCHEDULE AND WORK PLAN
The VSTF has reserved Room 370 for each of the first and third Wednesdays through June 30, 2011. The work flow is tentatively planned as follows:

February 2 – no meeting; 30 day public comment period on the draft document begins (document will be posted at www.sfgov.org/vstf)
February 16 – VSTF regular meeting at which public comment will be accepted
March 2 – brief meeting to assess volume of comments
March 16 – VSTF principal investigators bring their suggested edits (based on public comment) to the meeting for discussion.
Additional meeting dates/goals will be determined at the March 16 meeting. The final document will be complete no later than June 30, 2011

Gregory Miller indicated that he was approaching an individual with an extensive background in voting systems to inquire if he is willing to support the VSTF on a volunteer basis with document organization and editing. This topic will be addressed again at the February 16 meeting.

6. UPDATE ON OUTREACH TO OTHER CALIFORNIA JURISDICTIONS
Beth Mazur arranged an interview with Alameda County registrar/CIO Dave MacDonald for Wednesday, January 27. Beth and Jody Sanford will attend the meeting.

Meetings are still being pursued with Alameda, Contra Costa, Marin, and San Mateo counties.

7. NEW BUSINESS
Ka-Ping Yee will reach out to John Arnzt to inquire about San Francisco's participation in the AB 2023 pilot project.

The VSTF liaison the City Administrator's office is now Kathy Bianchi.
8. ITEMS FOR NEXT AGENDA
The principal item is public comment on the draft VSTF report. The meeting will be held on February 16.

9. ADJOURNMENT
The meeting was adjourned at 7:07 p.m.

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, February 16, 2011, 4:30 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place, Room 370
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of January 25, 2011 meeting. [Action Item]
   a. public comment

3. Public Comment (general)

4. Public Comment on "Draft Recommendations on Voting Systems for the City and County of San Francisco" (visit http://www.sfgov2.org/Modules/ShowDocument.aspx?documentid=155)

5. Discussion of 2011 VSTF Meeting Schedule, Work Plan, and Editing Process
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

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Voting Systems Task Force

February 16, 2011

MINUTES

Tuesday, February 16, 2011 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Voting Systems Task Force Chair Jody Sanford at 4:46 p.m.

Present:
Roger Donaldson
Jody Sanford
James Soper
Tim Mayer
Beth Mazur

Absent:
Ka-Ping Yee
Gregory Miller

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2. APPROVAL OF THE MINUTES
By motion of Mr. Mayer, seconded by Mr. Soper, the minutes of the January 25, 2011 meeting were approved as written.

3. PUBLIC COMMENT
Members of the public in attendance: Eva Waskell, David Carey, and Chandra Friese.

4. PUBILC COMMENT ON "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"
VSTF members heard comment from Eva Waskell, David Carey, and Chandra Friese. All agreed to submit comments in writing to support their verbal statements. Comments encompassed topic areas including auditing and risk limited auditing, AB2023, election transparency, and the general structure of the report.

5. DISCUSSION OF 2011 VSTF MEETING SCHEDULE AND WORK PLAN
The VSTF affirmed that the public comment period would be open through March 2, 2011. The March 2 meeting will be used to assess and discuss comments received. The March 16 meeting will be used to discuss proposed revisions to the report based on comments received. Gregory Miller reiterated that he was approaching an individual with an extensive background in voting systems to learn if he is willing to support the VSTF on a volunteer basis with document organization and editing. Mr. Miller will provide an update at the March 2 meeting.

6. UPDATE ON OUTREACH TO OTHER CALIFORNIA JURISDICTIONS
Beth Mazur and Jody Sanford provided a summary of their January 27 meeting with Alameda County registrar/CIO Dave MacDonald. Ms. Mazur and Ms. Sanford are scheduled to meet with Marin County registrar Elaine Ginnold on March 1, 2011. Meetings are still being pursued with Alameda, Contra Costa, and San Mateo counties.

7. NEW BUSINESS
There was no new business.

8. ITEMS FOR NEXT AGENDA
The March 16 meeting will be used to discuss proposed revisions to the report based on comments received.

9. ADJOURNMENT
The meeting was adjourned at 6:39 p.m.

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City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, March 2, 2011, 4:30 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of February 16, 2011 meeting. [Action Item]
   a. public comment

3. Public Comment (general)

4. Discussion of Public Comments Received on "Draft Recommendations on Voting Systems for the City and County of San Francisco" (visit http://www.sfgov2.org/Modules/ShowDocument.aspx?documentid=155)
   a. public comment

5. Discussion of 2011 VSTF Meeting Schedule, Work Plan, and Editing Process
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

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Voting Systems Task Force

March 2, 2011

MINUTES

Wednesday, March 2, 2011 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

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1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Voting Systems Task Force Chair Jody Sanford at 4:55 p.m.

Present: Roger Donaldson
Jody Sanford
James Soper
Tim Mayer
Gregory Miller

Absent: Ka-Ping Yee
Beth Mazur

2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Donaldson, the minutes of the February 16, 2011 meeting were approved.

3. PUBLIC COMMENT

Members of the public in attendance: Eva Waskell, David Cary, and Chandra Friese.

4. DISCUSSION OF PUBLIC COMMENTS RECEIVED ON "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"

VSTF members heard clarifying questions and comments from Chandra Friese, and comments from David Cary and Eva Waskell. All indicated that they would submit comments in writing by the end of the formal comment period.

5. DISCUSSION OF 2011 VSTF MEETING SCHEDULE AND WORK PLAN

The VSTF agreed to extend the comment period to the end of business on Friday, March 4, 2011. To accommodate the schedules of members and to allow an additional week to process comments received, the next VSTF meeting was moved from March 16 to March 23, 2011 (from 4 to 7 pm). At this meeting, members will discuss changes to the draft report based on public input. Gregory Miller indicated that he continued to pursue contact with a potential editor and would report back at the next session. Members were also asked to consider what other editing support might be solicited in the event that this candidate is not available to participate.

6. UPDATE ON OUTREACH TO OTHER CALIFORNIA JURISDICTIONS

Jody Sanford provided a brief summary of the meeting that she and Beth Mazur had with Marin County registrar Elaine Ginnold on March 1. Jim Soper indicated that he is in the process of scheduling a meeting with Contra Costa registrar
Stephen Weir. Meetings are still being pursued with Alameda and San Mateo counties.

7. NEW BUSINESS

There was no new business.

8. ITEMS FOR NEXT AGENDA

The March 23 meeting will be used to discuss proposed revisions to the report based on comments received.

9. ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

2/5/2016 8:55 AM

VOTING SYSTEMS TASK FORCE

Edwin M. Lee, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, March 23, 2011, 4:00 – 7:00 p.m.
City Hall, Room 34
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of March 2, 2011 meeting. [Action Item]
   a. public comment

3. Public Comment (general)

4. Discussion of Public Comments Received on "Draft Recommendations on Voting Systems for the City and County of San Francisco" and Proposed Revisions to the Draft Report.
   a. public comment

5. Discussion of 2011 VSTF Meeting Schedule, Work Plan, and Editing Process
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

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VOTING SYSTEMS TASK FORCE

Gavin Newsom, Mayor

NOTICE OF CANCELLED MEETING

NOTICE IS HEREBY GIVEN that the regular meeting of the VOTING SYSTEMS TASK FORCE scheduled for Wednesday, March 23, 2011 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 34, City Hall, San Francisco, California 94102 has been **cancelled**.

Kathy Bianchi
Clerk of the Task Force

Posted: March 23, 2011

03-23-11P02:03 RCVD

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VOTING SYSTEMS TASK FORCE

Edwin M. Lee, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, April 6, 2011, 4:00 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of March 2, 2011 meeting. [Action Item]
   a. public comment

3. Public Comment (general)

4. Discussion of Public Comments Received on "Draft Recommendations on Voting Systems for the City and County of San Francisco" and Proposed Revisions to the Draft Report.
   a. public comment

5. Discussion of 2011 VSTF Meeting Schedule, Work Plan, and Editing Process
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

03-31-11P02:59 RCVD

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Voting Systems Task Force

April 6, 2011

MINUTES

Wednesday, April 6, 2011 at 4:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

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1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Voting Systems Task Force Chair Jody Sanford at 4:32 p.m.

Present: Jody Sanford
James Soper
Tim Mayer
Gregory Miller
Ka-Ping Yee
Beth Mazur

Absent: Roger Donaldson

2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Miller, the minutes of the March 2, 2011 meeting were approved.

3. PUBLIC COMMENT

Members of the public in attendance: Eva Waskell, David Cary, and Brent Turner. Mr. Turner advised the VSTF about the existence of the Santa Clara Citizens Advisory Commission and urged communication with them. Ms. Waskell supported this recommendation.

4. DISCUSSION OF PUBLIC COMMENTS RECEIVED ON "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"

VSTF members spent the bulk of the meeting reviewing changes to three sections of the document, based on public comment: the introduction, auditing, and balloting systems and services. The recommendations in these sections were finalized.

5. DISCUSSION OF 2011 VSTF MEETING SCHEDULE AND WORK PLAN

The next meeting, scheduled for April 20, will focus on the security, Ranked Choice Voting, and acquisition strategies sections. Gregory Miller will continue to pursue his contact to determine if he is willing to serve as a potential editor. Ms. Sanford will create a job description for this volunteer position to facilitate the conversation. This contact will be pursued until April 15, 2011. After that time, the VSTF will seek other candidates to support the task force in an editing capacity from April 20 to the end of June 2011.

6. UPDATE ON OUTREACH TO OTHER CALIFORNIA JURISDICTIONS

Meetings are still being pursued with Santa Clara and San Mateo counties.

7. NEW BUSINESS

There was no new business.

8. ITEMS FOR NEXT AGENDA
The April 20 meeting will be used to discuss proposed revisions to the security, Ranked Choice Voting, and acquisition strategies sections.

9. ADJOURNMENT
The meeting was adjourned at 7:15 p.m.

2/5/2016 8:55 AM

VOTING SYSTEMS TASK FORCE

Edwin M. Lee, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, April 20, 2011, 4:00 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of April 6, 2011 meeting. [Action Item]
   a. public comment

3. Public Comment (general)

4. Discussion of Public Comments Received on "Draft Recommendations on Voting Systems for the City and County of San Francisco" and Proposed Revisions to the Draft Report.
   a. public comment

5. Discussion of 2011 VSTF Meeting Schedule, Work Plan, and Editing Process
   a. public comment

6. Update on Outreach to Other California Jurisdictions
   a. public comment

7. New Business

8. Items for Next Meeting Agenda

9. Adjournment

04-14-11P01:24 RCVD

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Voting Systems Task Force

April 20, 2011

VOTING SYSTEMS TASK FORCE (VSTF)
MINUTES

Wednesday, April 20, 2011 at 4 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL
The meeting was called to order by Voting Systems Task Force Chair Jody Sanford.

Present:
Roger Donaldson
Jody Sanford
James Soper
Tim Mayer
Ka-Ping Yee
Beth Mazur

Absent:
Gregory Miller

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2. APPROVAL OF THE MINUTES
By motion of Mr. Donaldson, seconded by Mr. Mayer, the minutes of the April 6, 2011 meeting were approved.

3. PUBLIC COMMENT
Member of the public in attendance: David Cary

4. DISCUSSION OF PUBLIC COMMENTS RECEIVED ON "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"
Members reviewed the Acquisition Strategies, Security, and Ranked Choice Voting sections. After discussion, the recommendations in these sections were finalized.

5. DISCUSSION OF 2011 VSTF MEETING SCHEDULE AND WORK PLAN
Members continued to discuss the need for an experienced professional to support final document copy editing. Members agreed to donate funds as individuals to create a small stipend to attract candidates. Ms. Sanford and Mr. Yee agreed to solicit/interview candidates and make a recommendation to the VSTF team by April 25. The team agreed to reserve May 4 as a possible meeting date, if necessary. The regular meeting on May 18 would occur as scheduled. The goal is to finalize the document at the June 15 meeting, but members were asked to hold open June 29 in case it is necessary to meet one last time before the task force sunsets at the end of June.

6. UPDATE ON OUTREACH TO OTHER CALIFORNIA JURISDICTIONS
In total, members met with representatives of Alameda, Marin, and Contra Costa counties in early 2011. No additional meetings are on the calendar.

7. NEW BUSINESS
There was no new business.

8. ITEMS FOR NEXT AGENDA
See item 5.

9. ADJOURNMENT
The meeting was adjourned at 7 p.m.

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Edwin M. Lee, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, May 18, 2011, 4:30 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Roger Donaldson
   Tim Mayer
   Beth Mazur
   Gregory Miller
   James Soper

2. Approval of Minutes of April 20, 2011 meeting. [Action Item]
   a. public comment

3. Public Comment (general)

4. Discussion of Editing Process for "Draft Recommendations on Voting Systems for the City and County of San Francisco"
   a. public comment

5. Discussion of Workflow for Remaining Meetings: June 1, June 15, and June 29 (possible)
   a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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Voting Systems Task Force

May 18, 2011

MINUTES

Wednesday, May 18, 2011 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:54 pm by Voting Systems Task Force Chair Jody Sanford.

Present:
Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Beth Mazur
Tim Mayer

Absent:
Gregory Miller

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2. APPROVAL OF THE MINUTES

By motion of Mr. Soper, seconded by Mr. Yee, the minutes of the April 20, 2011, meeting were approved.

3. PUBLIC COMMENT

Member of the public in attendance: David Cary

4. DISCUSSION OF EDITING PROCESS FOR "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"

Ms. Sanford provided the update that Lisa McFarren, who resides in the Boston area, has been selected to provide editing services to the VSTF as the Task Force prepares its final report, to be released in late June 2011. Ms. McFarren will be paid a small stipend provided for with donations from VSTF members. Ms. McFarren began work with VSTF principal investigators in early May. The bulk of the May 18 meeting was spent reviewing her initial comments and recommendations regarding footnotes and consistency of style (voice) across the various sections of the document. The next round of edits by the VSTF will take a closer look at consistency of document structure.

5. DISCUSSION OF WORKFLOW FOR THE REMAINING MEETINGS

The next round of edits by the VSTF will focus on consistency of the document structure. The June 1 meeting will be devoted to this task with the goal that the document review will be 85% complete by the end of that session. Ideally, the June 15 meeting will be used for final edits, and the VSTF will vote to adopt the final report at that time. If more time is needed, the last session will be held on June 29. The task force formally sunsets at the end of June 2011.

Members also discussed how to deliver the report to the Board of Supervisors and other audiences. It was determined that Ms. Sanford would prepare a brief draft submittal letter for review at the June 1 meeting. After the final document is adopted, the letter and report will be sent to all members of the San Francisco Board of Supervisors, Department of Elections Director John Arntz, the chair of the Elections Commission, Mayor Lee, and the California Secretary of State. The VSTF would request time on the agenda of an upcoming Rules Committee meeting to formally introduce the report to the Board of Supervisors. The VSTF would also prepare a press release that could be used to notify interested elections/voting groups and the general public.

6. NEW BUSINESS

There was no new business.

7. ITEMS FOR NEXT AGENDA

See items 4 and 5.

8. ADJOURNMENT

The meeting was adjourned at 6:16 p.m.

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Edwin M. Lee, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, June 1, 2011, 4:30 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Beth Mazur
   Gregory Miller
   Roger Donaldson
   James Soper
   Tim Mayer

2. Approval of Minutes of May 18, 2011 meeting. [Action Item]

   a. public comment

3. Public Comment (general)

4. Discussion of Editing Process for "Draft Recommendations on Voting Systems for the City and County of San Francisco"

   a. public comment

5. Preparations for Final VSTF Meeting on June 15, 2011 and Document Release (note: June 29 is held as a possible meeting date if necessary)

   a. public comment

6. New Business

7. Items for Next Meeting Agenda

8. Adjournment

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Voting Systems Task Force

June 1, 2011

MINUTES

Wednesday, June 1, 2011 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:24 pm by Voting Systems Task Force Chair Jody Sanford.

Present:
Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Beth Mazur

Absent:
Gregory Miller
Tim Mayer

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2. APPROVAL OF THE MINUTES

By motion of Mr. Yee, seconded by Mr. Donaldson, the minutes of the May 18, 2011, meeting were approved.

3. PUBLIC COMMENT

Members of the public in attendance: David Cary, Eva Waskell, and Barbara Simons. Ms. Waskell thanked members for their volunteer service on the VSTF.

4. DISCUSSION OF EDITING PROCESS FOR "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"

Edits to Section 2 and Appendix B of the document were discussed, including comments from Mr. Cary, Ms. Waskell, and Ms. Simons. Members also reviewed the first draft of a cover letter that will transmit the final document to the board of supervisors and other audiences (upon approval of the report). The last round of edits will occur at the June 15 meeting.

5. PREPARATION FOR THE FINAL VSTF MEETING ON JUNE 15, 2011

Members felt that the last edits would likely be completed at the June 15 meeting, and that the task force would conduct a vote to adopt the document as final. It should be noted that, if additional time is needed for discussion, the final meeting and the vote would occur on June 29.

6. NEW BUSINESS

There was no new business.

7. ITEMS FOR NEXT AGENDA

The vote to adopt the VSTF report as final will be scheduled for the June 15, 2011 meeting.

8. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.

City and County of San Francisco

VOTING SYSTEMS TASK FORCE

Edwin M. Lee, Mayor

NOTICE OF MEETING

and

AGENDA

Wednesday, June 15, 2011, 4:30 – 7:00 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

1. Call to order and roll call

   Jody Sanford, Chair
   Ka-Ping Yee, Vice-Chair
   Beth Mazur
   Gregory Miller
   Roger Donaldson
   James Soper
   Tim Mayer

2. Approval of Minutes of June 1, 2011 meeting. [Action Item]

   a. public comment

3. Public Comment (general)

4. Discussion of Final Edits for "Draft Recommendations on Voting Systems for the City and County of San Francisco"

   a. public comment

5. Vote to Adopt the "Recommendations on Voting Systems for the City and County of San Francisco – Final" [Action Item]

   (Note: If the discussion of agenda item #4 is not concluded, the vote to adopt the final document will occur at a meeting on June 29).

   a. public comment

6. Adjournment

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Voting Systems Task Force

June 15, 2011

MINUTES

Wednesday, June 15, 2011 at 4:30 p.m.
City Hall, Room 370
1 Dr. Carlton B. Goodlett Place
San Francisco, California

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:51 pm by Voting Systems Task Force Chair Jody Sanford.

Present:
Roger Donaldson
Jody Sanford
James Soper
Ka-Ping Yee
Beth Mazur
Tim Mayer

Absent:
Gregory Miller

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2. APPROVAL OF THE MINUTES

The minutes of the June 1, 2011, meeting were approved.

3. PUBLIC COMMENT

Members of the public in attendance: David Cary, Eva Waskell, Chandra Friese, and Meg Holmberg

4. DISCUSSION OF FINAL EDITS FOR "DRAFT RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO"

Each section of the document was reviewed for the final time, and comments from all four members of the public in attendance were received and discussed. The last changes to the document were incorporated into the text.

5. VOTE TO ADOPT "RECOMMENDATIONS ON VOTING SYSTEMS FOR THE CITY AND COUNTY OF SAN FRANCISCO - FINAL."

By motion of Mr. Soper, seconded by Mr. Ping, the document was unanimously adopted as

final. It will be distributed to members of the Board of Supervisors, Mayor, and other City officials before the end of June, and will be placed on the website for the public.

6. ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

2/5/2016 8:55 AM

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